

MONROE COUNTY

JOB DESCRIPTION

Position Title: LIBRARIAN TECHNICAL SERVICES		Date: Sept 16, 1998
Position Level: 8	FLSA Status: Nonexempt	Class Code: 8-15

GENERAL DESCRIPTION

Primary function is to process books, tapes, videos and any other materials needed for the Libraries throughout Monroe County.

KEY RESPONSIBILITIES

1. Unpacking boxes of books, tapes and videos for processing.*
2. Supervises and trains clerical staff.*
3. Searches for books, etc. in card catalog.
4. Filing and pulling of book order cards.
5. Determines classification of book.
6. Types cards for audio and videocassettes.
7. Catalogs gift books, cards, pocket, labels, etc.
8. Updates shelf lists and photocopies extra catalog cards.
9. Orders supplies for the department.*
10. Ensures that all library materials are processed and sent to the branches.*

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: LIBRARIAN, TECHNICAL SVCS	Class Code: 8-15	Position Level: 8
--	-------------------------	--------------------------

KEY JOB REQUIREMENTS	
<i>Education:</i>	Associate's Degree or Two Year College equivalent required.
<i>Experience:</i>	1 to 2 years.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.
<i>Decision Making:</i>	Varied: Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.
<i>Communication with Others:</i>	Requires regular internal and external contacts to carry out programs and to explain specialized matters. Occasionally requires contact with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for providing limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties in addition to supervisory responsibilities. May perform staff evaluations and make recommendations regarding pay and/or performance.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	None. May require evenings and Saturdays.

APPROVALS	
<i>Department Head:</i>	
Name: _____	Signature: _____ Date: _____
<i>Division Director:</i>	
Name: _____	Signature: _____ Date: _____
<i>County Administrator:</i>	
Name: _____	Signature: _____ Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____